

**North Mason Regional Fire Authority
Board of Fire Commissioners Agenda
Nov. 10th (Belfair) and Nov. 17th (Tahuya)
5:00 PM**

- **Budget Hearing 4:45 PM (Belfair, Fire Station 21) November 10th**

Blue information and **Red action** requested

Call to order

Pledge of Allegiance

Approval of Minutes- October meeting minutes have been attached for review.

Voucher Approval: Katie will be sending out voucher materials either later today or tomorrow for review and approval.

Financial Report- NMRFA financial (expenditure) documents will be sent today or tomorrow (from Katie). Revenue figures will be presented as they are received from the Mason County Treasurer's Office.

Administration Report

- **Fire Station 21 Tree Damage Repair Report (Bid Process)**
- **Car 5 Vehicle Accident (no one injured)**
- **Strategic Plan Implementation Update**
- **Community Newsletter Release**
- **Christmas Programs (Santa)**
- **Welcome new Fire Commissioners**

Old Business

New Business

- **2016 Budget Draft Adoption-** The draft budget will need formal adoption by the Board of Fire Commissioners
 - **October Special County Fire Commissioners Meeting Briefing:** Commissioner McIntosh.
 - **Washington State Audit Update:** Katie Patti will provide an update on the status of our State Audit for Mason County Fire District 2 and the NMRFA
 - **Former Store Demolition:** The abatement and scrapping process for the former Tahuya Store is near complete. Does the Board wish to go out to bid for a demolition contract for the store property? It is recommended that the Board hold a public meeting in Tahuya on the progress of the project prior to moving forward with actual demolition. Following the public meeting it is recommended that the Board take formal action on which plan to move forward with.
 - **Fire Station 81 Architecture RFQ Review:** The Board will be presented with the submitted Design Firm RFQ's for the Fire Station 81 project. ITR is requested that the Board for a two person interview committee for interviewing the interested firms. The interview committee will then make a recommendation to the full Board for firm selection.
- **Public Comment**
 - **Good of the order**
 - **Adjournment**

NORTH MASON REGIONAL FIRE AUTHORITY ANNUAL BUDGET 2016

The North Mason Regional Fire Authority's (NMRFA) 2016 annual budget is a document that is designed to, 1) help the NMRFA with the implementation of sound financial principals, 2) indicate program and service priorities and, 3) provide a means of communication for the NMRFA financial matters to all internal and external stakeholders.



Budget Goal: *To provide financial resources and accountability for public safety service delivery in North Mason.*

- 1) Distribute financial resources as determined by community need.**
- 2) Provide financial resources for strategically developed Authority priorities.**
- 3) Clearly communicate the NMRFA objectives with the community served.**
- 4) Ensure financial accountability and efficiency through data analysis and review.**
- 5) Fund and maintain the NMRFA savings contingencies to allow for future growth.**
- 6) Provide for a financial review of systems to determine program(s) effectiveness.**
- 7) Allow for evaluation of financial accountability and effectiveness outside of the NMRFA.**

North Mason Regional Fire Authority
2016 Budgeted Revenue

Revenue	2015	2016
NMRFA Property Fire Levy Tax	2,285,277.00	2,285,712.00
NMRFA EMS Levy Tax	785,990.00	786,059.00
Ambulance Fees	516,118.00	531,602.00
Land Transfer (Timber)	23,000.00	23,000.00
Timber Excise Tax	17,000.00	17,000.00
Mission Creek Service Contract	13,000.00	13,000.00
Interest	1,640.00	1,640.00
Misc. Utilities	3,000.00	3,000.00
Grants	1,300.00	1,300.00
DNR Fire Reimbursement	11,000.00	11,000.00
Non Revenue Reimbursement	13,000.00	13,000.00
Schools/Parks Service Contract	2,000.00	2,000.00
Private Contributions	1,000.00	1,000.00
Training/Practice Burns	5,000.00	5,000.00
Junk/Salvage	15,000.00	15,000.00
Starting Balance	232,450.00	230,000.00
Federal SAFER Grant	120,000.00	120,000.00
Fire Marshal Reimbursement	10,000.00	10,000.00
Total Revenue	4,055,775.00	4,069,313.00

NORTH MASON REGIONAL FIRE AUTHORITY

2016 Budget

EXPENDITURES	2012	2013	2014	2015	2016
Line Item Manager- Beau Bakken, Fire Chief					
Career Salaries	1,625,000	1,725,000	1,880,000	1,935,000	1,975,000
Career Benefit Costs	587,000	650,000	625,000	640,000	680,000
Retirement Medical Costs	12,000	12,000	12,000	12,000	15,000
Equipment and Facilities Fund	230,000	130,000	160,000	400,000	400,000
Operational Misc. Expenses	10,000	10,000	10,000	10,000	10,000
Admin/Commissioner Training	15,000	7,500	12,500	12,500	12,500
Insurance	38,000	38,000	65,000	65,000	67,500
Legal Fees	4,000	4,000	6,000	4,000	4,000
Computer Upgrades	14,000	12,000	12,000	12,000	12,000
Ambulance Refunds	4,500	4,500	4,500	1,000	5,000
Elections	9,000	-	6,000	-	6,000
Professional Service	12,000	17,500	12,000	47,500	18,000
Commissioner Stipend	25,000	25,000	40,000	35,000	33,700
Subtotal	2,585,500	2,635,500	2,845,000	3,174,000	3,238,700
Line Item Manager: Katie Patti, Executive Assistant					
Postage	2,000	2,000	2,000	2,500	2,500
Office Supplies	8,000	8,000	8,000	8,000	8,000
Volunteer Pension and Disability	8,000	8,000	6,000	6,000	6,000
Legal Advertisements/Subs	1,000	500	500	500	2,500
Subtotal	19,000	18,500	16,500	17,000	19,000

NORTH MASON REGIONAL FIRE AUTHORITY

2016 Budget

EXPENDITURES	2012	2013	2014	2015	2016
Line Item Manager: Scott Cooper, Assistant Fire Chief					
Station Utilities	50,000	50,000	50,000	60,000	65,000
Preventative Maintenance Contract	17,000	17,000	20,000	35,125	37,000
Vehicle Repairs	60,000	60,000	55,000	70,000	55,000
Vehicle Fuel	50,000	50,000	57,000	57,000	50,000
Infectious Disease/Safety and Health	8,000	8,000	5,000	3,000	3,000
Training	45,000	35,000	35,000	43,300	45,000
Fire Academy	20,000	15,000	10,000	-	10,000
Career Staff Education	20,000	20,000	20,000	20,000	20,000
Student Resident Program	40,000	40,000	45,000	35,000	35,000
Dispatching Services	31,482	36,398	40,000	35,000	35,513
EAP/CISD Services	2,000	2,000	2,000	2,000	2,000
Volunteer Stipend/BLS Transports	10,000	8,000	38,000	15,000	10,000
Awards/Recognition/Code 13	650	650	650	650	850
Building Maintenance	50,000	30,000	30,000	15,000	15,000
(Capital Project) Authority Sign/Station 27	9,000	-	29,028	72,750	30,000
Subtotal	413,132	372,048	436,678	463,825	413,363
Line Item Manager: Carl Ehresman, Captain					
EMS Supplies	45,000	40,000	45,000	45,000	45,000
EMS Equipment	13,000	13,000	13,000	23,000	13,700
MPD/QA	8,000	7,100	8,000	8,000	8,000
Ambulance Billing	24,000	23,500	24,000	25,000	25,000
CRT Programs	1,000	500	10,000	5,000	5,000
Wellness (New)	5,000	5,000	5,000	5,000	5,000
Subtotal	96,000	89,100	105,000	111,000	101,700

NORTH MASON REGIONAL FIRE AUTHORITY

2016 Budget

EXPENDITURES	2012	2013	2014	2015	2016
Line Item Manager: Ryan Cleveland, Captain					
Wildland	2,500	2,500	5,000	5,000	10,500
ORV	1,500	1,500	1,500	1,500	1,500
Radio Upgrades	15,000	15,000	15,000	15,000	15,000
Fire Equipment Testing	5,000	8,500	10,000	12,000	12,000
Fire Equipment Replacement	20,000	20,000	22,500	20,700	21,000
Fire Equipment Reserve	30,000	30,000	27,500	30,000	30,000
SCBA/Compressor Maintenance	8,000	8,000	8,000	12,200	12,500
Station Amenities (Moved)	12,000	13,000	13,500	4,000	4,000
Station Supplies	4,000	4,000	5,000	6,000	6,500
Subtotal	83,000	87,500	93,000	106,400	113,000

Line Item Manager: Jordan Reese, Captain					
Protective Equipment	15,000	15,000	13,000	16,050	16,050
Uniforms	15,000	15,000	15,000	15,000	15,000
Safety Improvements	-	-	-	7,000	7,000
Subtotal	45,000	45,000	43,000	38,050	38,050

Line Item Manager: Jeromy Hicks, Captain/Community Outreach Coordinator					
Community Newsletter	9,200	5,000	7,000	7,000	7,000
Community Outreach Program	15,000	15,000	15,000	15,000	15,000
Authority Dinner	3,500	3,500	3,500	3,500	3,500
Subtotal	27,700	23,500	25,500	25,500	25,500

Line Item Manager: Tina Miller, Volunteer Coordinator					
SAFER-Volunteer R & R	-	-	120,000	120,000	120,000
Subtotal	-	-	120,000	120,000	120,000

EXPENDITURE TOTALS	<u>2012</u> 3,269,332	<u>2013</u> 3,271,148	<u>2014</u> 3,684,678	<u>2015</u> 4,055,775	<u>2016</u> 4,069,313
				Revenue	4,069,313

Contingencies		
	Start of 2016	End of 2016
Emergency Contingency Balance	\$500,140.62	\$500,140.62
Capital Contingency Balance	\$781,394.05	\$1,181,394.05
Fire Equipment Contingency Balance	\$129,586.09	\$159,586.09

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy
10/13/2015

Present: Commissioners Kewish, McIntosh, Quigley, Voss-Petredis, Wampold via. Phone; Chief Bakken, Assistant Chief Cooper, Executive Assistant Patti

Excused: None

Guests: Herb Gerhardt, Tina Miller- Volunteer Coordinator, Jeromy Hicks

The meeting was called to order at 5:03pm and opened with the Pledge of Allegiance.

The meeting minutes from September 8th and September 15th were presented for approval.

Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner Voss - Petredis seconded the motion. Motion approved.

Vouchers- Vouchers for the month of October #151001 to #1510095 in the amount of \$269,638.48 were presented for approval. There were no questions.

Commissioner Voss Petredis moved to approve the vouchers as presented; Commissioner Quigley seconded the motion. Motion approved.

FINANCIAL REPORT: Chief Bakken reported we have not received our revenue figures from the county. We hope to have those soon and will provide a report at that time.

ADMINISTRATION REPORT:

AmeriCorps Program: The program start date is October 16th. Our focus will be on bike and water safety. Dani Willey who is a volunteer with us has been hired for the position. We will partner with the schools to provide this education at an assembly and we plan on bringing these items to our annual Safety Day event. Dani is creating the entire curriculum and is working hand in hand with the schools. We are exploring partnering with the hospital district for funding of bike helmets for every child in the area. For the water safety component, we are researching starting back up our life jacket loaner program that was in effect years ago. Commissioner McIntosh inquired about the partnerships we hope to make in these projects and emphasized the importance of water safety with so many bodies of water in our area.

Education Service District (ESD): Jeromy Hicks attended a meeting at the ESD. He was asked to help review their threat assessment tool for its effectiveness. North Mason's superintendent was in attendance. We will be working on emergency planning and active shooter tools in the upcoming months to develop instructions on what to do in the event of an emergency.

Chief Bakken spoke about the new high school structure and the complex security and safety technology that they built. We will be working on a “train the trainer” program so our staff has the ability to get into the high school and review the structure and security in place.

20 Under 40 Award: Captain Jeromy Hicks is a recipient of the 20 Under 40 Award. We are very proud of his accomplishment and extend our congratulations to him on this achievement. If you are interested in attending the event on the 4th at the Admiral Theater, please contact Executive Assistant Patti.

Joint Commissioner/Chief Meeting, Oct. 28th at the Civic Center: The main topic up for discussion is the collaboration of fire agencies in Mason County can work together on a county wide scale. Commissioner McIntosh invited Jeromy Hicks to attend the meeting to share his expertise working with various agencies.

Wildland Reimbursement: We will be putting in for a \$72k reimbursement for wildland deployments. Cpt. Cleveland and Executive Assistant Patti are working together to submit these reimbursements. We are looking at reinvesting those monies to get a slide in type brush truck. Assistant Chief Cooper also noted that Joel Brose, former Resident, will be returning to his position with us in November after he finishes up as a hot shot.

Tahuya Store: Chief Cooper reported we have received four estimates to remove asbestos at the store. Assistant Chief Cooper’s recommendation is to have KCB complete the work. Commissioner Quigley inquired if the vendors have insurance. It was confirmed that they do have their own insurance and we do a full investigation on companies we select.

Commissioner Quigley made a motion to approve the contract from KCB for the removal of asbestos of work as present; Commissioner Voss-Petredis seconded the motion. Motion carried.

Surplus Items: There are several items left in the former store that still need to be marked for surpluses. The items include: walk in freezer, heat pump, furnace and wood stove.

Commissioner Voss-Petredis made a motion to surplus the items mentioned above; Commissioner Quigley seconded the motion. Motion approved.

WA State Auditor: The Auditor will be here on October 26th. We will be doing a close out of D2 and the new NMRFA. We don’t anticipate any issues. We believe our auditor will be here for approximately 2 weeks.

Policy approval: Chief Bakken presented a new policy Admin-39 Small and Attractive Assets for review and approval.

Commissioner Voss-Petredis moved to accept the policy as presented; Commissioner Kewish seconded the motion. Motion carried.

Strategic Planning Process: Chief Bakken provided a PowerPoint on the Strategic Plan. This was reviewed with the Captain’s at their meeting. He presented our new condensed mission statement. “We

Safeguard North Mason Communities". The presentation touched on the plan including the values, four strategic goals and their objectives for 2015-2020. He asked for the Commissioners to adopt the Strategic Plan for 2015-2020.

Commissioner McIntosh spoke about how great the plan is and its communication to the citizens. It is a snapshot of where we are going. Chief will be working with the Captains on the implementation matrix. This will be used as a performance review tool.

Commissioner Voss-Petredis made a motion to adopt the 2015-2020 Strategic Plan as presented; Commissioner McIntosh seconded the motion. Motion approved.

Good of the Order: Executive Assistant Patti will be out of the office. Former Executive Assistant Nikki Madsen will be coming in to volunteer to mail out bills in her absence.

Good of the Order:

CAC Meeting: Commissioner Quigley reported on the meeting held last night. She shared it is undecided if there will be a meeting in December. She will keep us updated on the final decision.

Station 21 Tree Repair: Assistant Chief Cooper reported work is in progress to repair the damage from the tree hitting the station.

Commissioner McIntosh moved to adjourn; Commissioner Wampold seconded the motion. Motion carried. The meeting was adjourned at 5:59pm.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner McIntosh, Assistant Chief Cooper, Volunteer Lindsey Muller, Executive Assistant Patti

Commissioner McIntosh called the meeting to order at 6:00pm.

A volunteer physical was presented for approval and payment.

Assistant Chief Cooper made a motion to approve the physical as presented; Volunteer Muller seconded the motion. Motion carried.

With no further business the meeting was adjourned at 6:01pm.

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
14880 NE North Shore Rd, Tahuya
10/20/2015

Present: Commissioners Kewish, McIntosh, Quigley, Voss-Petredis, Wampold, Assistant Chief Cooper
Excused: Executive Assistant Patti, Chief Bakken
Guests: Dave Fergus, Architect with Rice Fergus Miller, Inc.

The meeting was called to order at 5:00pm and opened with the Pledge of Allegiance.

ADMINISTRATION REPORT:

Lenny Ugaitafa: Paramedic Lenny Ugaitafa is scheduled to graduate from the Bates Fire Academy on November 12th. The graduation will begin at 7:00pm. There will be a carpool from Station 21 for those interested in attending.

Tahuya Store Demolition: Asst. Chief Cooper reported there were no updates on the Tahuya Store Demolition.

20 Under 40 Award: Jeromy Hicks, Captain is scheduled to receive his 20 under 40 awards on November 4th at the Admiral Theater in Bremerton. The Admiral Theater website has details of the event and online registration.

Station 21 Tree Accident: Asst. Chief Cooper reported repairs to Station 21 following the tree incident are going through the insurance agency. To date: the air conditioner has been repaired; the generator repair is in process; there was no structural damage; station siding is on order for replacement. We have received all bids for repairs.

OLD BUSINESS:

Grievance Update: The labor/management team have met and addressed the recent grievance request. That matter has been resolved with a proposed policy and the grievance has been formally withdrawn. The proposed policy will be presented at the November board meeting for review and approval.

NEW BUSINESS:

2016 Budget Hearing: The annual budget hearing will be scheduled for November 10th at 4:45pm prior to the regular fire commissioners meeting at the Belfair Station (21). The first meeting will be for public presentation and comment. The second meeting will be the proposed date for adoption. There have only been a few proposed changes primarily to the wildland program and new personal protective equipment (PPE).

Good of the Order:

Commissioner McIntosh reported there will be a special Mason County Fire Commissioners meeting on October 28th at the Shelton Civic Center.

Dave Fergus with Rice Fergus Architects was present to provide qualifications for proposed building of the new Tahuya fire station. There was general discussion on specifications and the process.

Audit: On Monday the 26th we will begin our State Audit of District 2 and the Fire Authority.

Public Comment: None

Commissioner Quigley moved to adjourn; Commissioner Kewish seconded the motion. Motion carried. The meeting was adjourned at 5:32pm.

**NORTH MASON REGIONAL FIRE AUTHORITY
RESOLUTION NO. 15-01**

ADOPTION OF THE 2016 BUDGET FOR THE NORTH MASON REGIONAL FIRE AUTHORITY

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NORTH MASON REGIONAL FIRE AUTHORITY (NMRFA) AS FOLLOWS:

1. That the County Assessor has notified the Fire Authority that the assessed valuation of real properties lying within the boundaries of said Authority for the calendar year 2016 is \$1,470,274,251, EMS is \$1,456,820,267 and new construction is \$8,423,987.
2. That the Honorable Board of County Commissioners of Mason County be and is hereby requested to make the following levies for 2016 for said Authority as follows:

A. CURRENT EXPENSE FUND:

1. Regular Levy \$2,349,556.16
2. EMS Levy \$827,779.85
3. Refund Levy \$3,119.00

3. That the County Treasurer of Mason County be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levies specified in Section 2 above.
4. That the summary budgets listed below be and hereby is adopted as the budget of the North Mason Regional Fire Authority for the calendar year 2016.

FUND NUMBER	2016 REVENUE BARS 389.00.00.0000	2016 EXPENDITURES BARS 589.00.00.0000
NMRFA Expense 665.010010.000.000	\$7,099,213.22	\$7,099,213.22

5. That one copy of this resolution shall be delivered to each of the following:
 - a. Board of County Commissioners
 - b. County Assessor's Office
 - c. County Auditor's Office – Attn: Financial Services

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bev Voss-Petredis

Commissioner Dan Kewish

Commissioner Thomas Wampold

District Secretary Katie Patti